



IPAC

Bulk File Formats

For

Federal Program Agencies

Release Number: 2.2

Effective Date: April 11, 2009

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Application Overview

The Intra-governmental Payment and Collection System (IPAC) was implemented on December 3, 2001. IPAC replaced the On-line Payment and Collection (OPAC) system that had been operational since 1985. IPAC is designed to transfer funds between government agencies and provide the capability to include descriptive information related to each transaction. This descriptive information assists FPAs with their monthly reconciliation.

Since the implementation of IPAC, many government-wide initiatives have begun affecting the way intra-governmental transactions are processed, resulting in periodic updates to the IPAC bulk file layouts. These current changes and future changes are in direct support of a number of initiatives including: (1) FMS' Governmentwide Accounting Modernization Project (GWAMP), (2) Financial Management Line of Business (FMLoB's) Common Governmentwide Accounting Classification (CGAC) and the Reimbursable business process, and (4) Central Reporting Transformation (CRT) Team efforts to improve Governmentwide reporting.

Release 2.2 of the bulk file layout will replace Release 2.1 implemented in October 2003. The layout changes included in this Release provides the ability to support multiple Treasury Account Symbols (TAS') in the existing 27 character Sender TAS and Receiver TAS fields and the ability to make Sender Initiated Adjustments to IPAC transactions.

Also two additional features have been added; one for query and one for validation. The new query selection to bring back IPAC Transaction Report Selection by Document Reference Number only and the ability to validate DUNS and DODAAC numbers; also known as the Business Partner Network Number (BPN).

GWAMP has begun the phased implementation of agencies as GWA Reporters; If you or your trading partner is a GWA Parallel Reporter or a GWA Reporter, IPAC requires that the following fields be completed on each Payment, Collection and Adjustment transaction: Receiver Treasury Account Symbol, Receiver Business Event Type Code (BETC) and Sender BETC in addition to all IPAC Required fields.

In an effort to reduce the number of times that Agencies will need to make programming changes and re-certify with IPAC to accommodate, there will be no format changes; however the description of the TAS field will change. Agencies providing STAR TAS will not need to make any updates.

In the future however, the bulk file formats will be modified to accept CGAC components in separate fields; however this change will be packaged with other changes expected as a result of CRT and FMLoB.

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Bulk File Format Conventions

The following conventions were used in the bulk file formats for this document.

- All required fields are identified with an asterisk (*).
 These required fields are IPAC system-wide required fields. Some agencies may have additional required fields specified as 'Agency Special Requirements'. The Agency Special Requirements will vary by Agency Location Code and will be in addition to the IPAC system-wide required fields. IPAC will verify that all required fields are completed, including Agency Special Requirements. If any required field is left blank, the transaction will be rejected.

- Values in the “**Type**” column

A – Alphanumeric
 N – Numeric

Alphanumeric fields are left justified and padded with spaces.
 Numeric fields are right justified and padded with zeros.

- Standard or valid default value(s) of fields are denoted by quotes (“xxxxxx”) around the value.

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Payment, Collection & Adjustment, Zero Dollar, and Post SGL Transactions

Purpose: Each IPAC transaction bulk file can contain Payment (Transaction Set ID “820”, Collection (Transaction Set ID “810”), Receiver Initiated Adjustment (Transaction Set ID “812”) or Sender Initiated Adjustment (Transaction Set ID “829”), Zero Dollar (Transaction Set ID “835”), and Post SGL (Transaction Set ID “840”) transactions. All bulk files will contain a file identifier record and batch header record (B). For the Payment, Collection and Adjustment transactions, the file will also contain a transaction header (H), detail record (D), and possibly SGL record (E) records. Each transmission will begin with a file identifier record, then a batch (B) record. This batch (B) record will be followed by one or more header (H) records. Each of these header records will be followed by one or more detail (D) records. Each of these detail records will be optionally followed by two or more SGL (E) records. (For example, File Identifier, B, H, D, E, E, E, D, E, E, H, D, E, E, H, D, E, E, D, E, E, E, E)

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File Identifier Record

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **File Identifier Record**

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description
File ID	*	7	1	7	A	"PCA " – Payment/Collection/Receiver Initiated Adjustment/Sender Initiated Adjustment/SGL Bulk Files

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Batch Header Record

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Batch Header Record**

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description
Record Type	*	1	1	1	A	"B" (Record Type – Batch)
Application ID	*	4	2	5	A	"IPAC" (Application ID)
Total Number of Records	*	8	6	13	N	Total number of records in the file, including File Identifier, Batch, Header, Detail, SGL and Post SGL records.
File ID Number	*	19	14	32	A	Unique identification number assigned by the Agency. The suggested format is: ALC (8 characters), Date (CCYYMMDD), 3 position sequential number. This number will be used by IPAC to identify duplicate transmissions.

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Payment/Collection Transaction Header

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Payment/Collection Transaction Header**

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description
Record Type	*	1	1	1	A	"H" (Record Type – Header)
ALC	*	8	2	9	N	Agency Location Code uniquely identifies the reporting/accounting source. The ALC sending the Payment or Collection transaction.
Transaction Total Amount	*	14	10	23	N	Total amount of all detail lines for this transaction. Total length of 14 with 2 implied decimals.
Customer ALC	*	8	24	31	N	Agency Location Code receiving the Payment or Collection transaction.
Sender DO Symbol	*	5	32	36	A	IPAC Disbursing Office Symbol for the ALC sending the transaction.
Transaction Set ID	*	3	37	39	A	"820" – Payment or "810" – Collection.

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Field	Required Length	Start Column	End Column	Type	Value/Description
Document Reference Number	8	40	47	A	Optional field for the Sender generated Document Reference Number for a transaction. This field should only be used by users that do not also enter transactions on-line.
Filler	2	48	49	A	Spaces

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Payment/Collection Transaction Detail

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Payment/Collection Transaction Detail**

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description
Record Type	*	1	1	1	A	"D" (Record Type – Detail)
Accounting Classification Code		16	2	17	A	ACL/CD – the code/number which identifies a project or mission and is supplied to the biller by the customer on the original request for goods or services.
Account Classification Reference Number		12	18	29	A	ACRN – identifies a line of accounting on a contract.
Detail Amount	*	14	30	43	N	Total length of 14 with 2 implied decimals.
Contact Name		60	44	103	A	Transaction level Contact Name.
Contact Phone Number		17	104	120	A	Transaction level Contact Phone Number.
Contract Line Item Number		6	121	126	A	CLIN

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Field		Required Length	Start Column	End Column	Type	Value/Description
Contract Number		17	127	143	A	Unique number used to identify a contract between two trading partners.
Receiver Department Code ¹	*	2	144	145	A	2 digit number identifying the Federal Government Department.
Description		320	146	465	A	Sufficient information to describe and support the transaction.
Fiscal Station Number		8	466	473	N	FSN/AAA/ADSN – subdivision of ALC, an accounting station.
Invoice Number	*	22	474	495	A	Identification number of the invoice sent by the biller listing the services rendered.
JAS Number		30	496	525	A	Combination of <u>J</u> ob Order Number, <u>A</u> ccounting Classification Record Number and <u>S</u> ite-ID.
Job Number		20	526	545	A	Job (Project) Number
Miscellaneous Transaction Information		320	546	865	A	Additional miscellaneous transaction information.
Obligating Document Number	*	17	866	882	A	Billing agency's internal accounting document associated with a specific bill or disbursement.
Pay Flag	*	1	883	883	A	"F" – Final payment or "P" – Partial payment.

¹ The list of Department Codes is available in Section IV – Indices to Appropriation and Other Fund Account Symbols and Titles (Index of Agency Codes) in the Federal Account Symbols and Titles (FAST) Book. The FAST Book can be found at <http://www.fms.treas.gov/fastbook/index.html>.

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Field	Required	Length	Start Column	End Column	Type	Value/Description
Purchase Order Number	*	22	884	905	A	Number of the document from the receiving agency requesting goods or services.
Quantity	*	14	906	919	N	Number of units to determine total price. Total length of 14 with 2 implied decimals.
FY Obligation ID ²		1	920	920	A	“C” – Current fiscal year obligation or “P” – Prior fiscal year obligation or “ ” – Not applicable.
Receiver Treasury Account Symbol ³		27	921	947	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as GWA Reporters.
Receiver Business Event Type Code		8	948	955	A	BETC – field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS. Required for agencies trading with ALCs designated as GWA Reporters.

² The following types of transactions relate to a prior fiscal year and should be indicated with a “P”: collections credited to an expenditure account for (1) refunds of obligations made in a prior fiscal year (2) corrections of errors from obligations originally made in a prior fiscal year. The use of the FY Obligation ID will not be implemented with Release 2.2, but is included in the bulk file layout as a placeholder for future use.

³ The list of Treasury Account Symbols is available in the Federal Account Symbols and Titles (FAST) Book. The FAST Book can be found at <http://www.fms.treas.gov/fastbook/index.html>.

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Field	Required	Length	Start Column	End Column	Type	Value/Description
Receiver DUNS Number		9	956	964	A	DUNS – Dun & Bradstreet Universal Numbering System. Unique identifier for individual business locations for federal vendors and federal customers. Although optional, if this is entered, it will be validated against data IPAC has obtained from FedReg.
Receiver DUNS+4 Number		4	965	968	A	An identifier, that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers. Although optional, if this is entered, it will be validated against data IPAC has obtained from FedReg.
Requisition Number		15	969	983	A	Identifies a requisition between two trading partners. Identified by the person entering the transaction.
Sender Treasury Account Symbol ³	*	27	984	1010	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as GWA Reporters.
Sender Business Event Type Code		8	1011	1018	A	BETC – field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS. Required for ALCs designated as GWA Reporters.

³ The list of Treasury Account Symbols is available in the Federal Account Symbols and Titles (FAST) Book. The FAST Book can be found at <http://www.fms.treas.gov/fastbook/index.html>.

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Field		Required Length	Start Column	End Column	Type	Value/Description
Sender DUNS Number		9	1019	1027	A	DUNS – Dun & Bradstreet Universal Numbering System. Unique identifier for individual business locations for federal vendors and federal customers. Although optional, if this is entered, it will be validated against data IPAC has obtained from FedReg.
Sender DUNS+4 Number		4	1028	1031	A	An identifier, that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers. Although optional, if this is entered, it will be validated against data IPAC has obtained from FedReg.
(ACT) Trace Number		15	1032	1046	A	ACcounting Trace (ACT) Number – user assigned identification number. Enables back end systems to match up transactions.
Unit of Issue	*	2	1047	1048	A	Units by which goods and services are measured.
Unit Price	*	14	1049	1062	N	Price per unit of product, service, commodity, etc. Total length of 14 with 2 implied decimals.
DOD Activity Address Code		15	1063	1077	A	DODAAC – identifies a Department of Defense activity location. Although optional, if this is entered, it will be validated against data IPAC has obtained from FedReg.

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Receiver Initiated Adjustment Transaction Header

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Receiver Initiated Adjustment Transaction Header**

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description
Record Type	*	1	1	1	A	"H" (Record Type – Header)
ALC	*	8	2	9	N	Agency Location Code uniquely identifies the reporting/accounting source. The ALC sending the Adjustment transaction.
Transaction Total Amount	*	14	10	23	N	Total amount of all detail lines for this transaction. Total length of 14 with 2 implied decimals.
Customer ALC	*	8	24	31	N	Agency Location Code receiving the Adjustment transaction.
Sender DO Symbol	*	5	32	36	A	IPAC Disbursing Office Symbol for the ALC sending the Adjustment transaction.
Transaction Set ID	*	3	37	39	A	"812" – Receiver Initiated Adjustment.
Original Document Reference Number	*	8	40	47	A	The Document Reference Number from the original Payment or Collection transaction.

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Field	Required	Length	Start Column	End Column	Type	Value/Description
Filler	*	2	48	49	A	Spaces
Original DO Symbol	*	5	50	54	A	IPAC Disbursing Office Symbol of the sender of the original Payment or Collection transaction.
Voucher Number		8	55	62	A	Optional field for the sender generated Voucher Number for a transaction. This serves as the Document Reference Number for an Adjustment. This field should only be used by users that do not also enter transactions on-line.
Filler		2	63	64	A	Spaces

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Receiver Initiated Adjustment Transaction Detail

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Receiver Initiated Adjustment Transaction Detail**

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description
Record Type	*	1	1	1	A	"D" (Record Type – Detail)
Detail Amount	*	14	2	15	N	Total length of 14 with 2 implied decimals.
Adjusting Contact Name		60	16	75	A	Transaction level Contact Name.
Adjusting Contact Phone Number		17	76	92	A	Transaction level Contact Phone Number.
Original Line Item	*	6	93	98	N	Detail line item number to be adjusted from the original transaction.
FY Obligation ID ²		1	99	99	A	"C" – Current fiscal year obligation or "P" – Prior fiscal year obligation or " " – Not applicable.

² The following types of transactions relate to a prior fiscal year and should be indicated with a "P": collections credited to an expenditure account for (1) refunds of obligations made in a prior fiscal year (2) corrections of errors from obligations originally made in a prior fiscal year. The use of the FY Obligation ID will not be implemented with Release 2.2, but is included in the bulk file layout as a placeholder for future use.

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Field	Required	Length	Start Column	End Column	Type	Value/Description
Sender Treasury Account Symbol ³	*	27	100	126	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as GWA Reporters.
Sender Business Event Type Code		8	127	134	A	BETC – field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS. Required for agencies trading with ALCs designated as GWA Reporters.
Receiver Treasury Account Symbol ³		27	135	161	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as GWA Reporters.
Receiver Business Event Type Code		8	162	169	A	BETC – field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS. Required for agencies trading with ALCs designated as GWA Reporters.
Description		320	170	489	A	Sufficient information to describe and support the adjustment transaction.

³ The list of Treasury Account Symbols is available in the Federal Account Symbols and Titles (FAST) Book. The FAST Book can be found at <http://www.fms.treas.gov/fastbook/index.html>.

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Sender Initiated Adjustment Transaction Header

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Sender Initiated Adjustment Transaction Header**

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description
Record Type	*	1	1	1	A	"H" (Record Type – Header)
ALC	*	8	2	9	N	Agency Location Code uniquely identifies the reporting/accounting source. The ALC sending the Adjustment transaction.
Transaction Total Amount	*	14	10	23	N	Total amount of all detail lines for this transaction. Total length of 14 with 2 implied decimals.
Customer ALC	*	8	24	31	N	Agency Location Code receiving the Adjustment transaction.
Sender DO Symbol	*	5	32	36	A	IPAC Disbursing Office Symbol for the ALC sending the Adjustment transaction.
Transaction Set ID	*	3	37	39	A	"829" – Sender Initiated Adjustment.
Original Document Reference Number	*	8	40	47	A	The Document Reference Number from the original Payment or Collection transaction.

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Field	Required	Length	Start Column	End Column	Type	Value/Description
Filler	*	2	48	49	A	Spaces
Original DO Symbol	*	5	50	54	A	IPAC Disbursing Office Symbol of the sender of the original Payment or Collection transaction.
Document Reference Number		8	55	62	A	Optional field for the sender generated Document Reference Number for a Sender Initiated Adjustment transaction. This field should only be used by users that do not also enter transactions on-line.
Filler		2	63	64	A	Spaces

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Sender Initiated Adjustment Transaction Detail

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Sender Initiated Adjustment Transaction Detail**

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description
Record Type	*	1	1	1	A	“D” (Record Type – Detail)
Detail Amount	*	14	2	15	N	Total length of 14 with 2 implied decimals.
Adjusting Contact Name		60	16	75	A	Transaction level Contact Name.
Adjusting Contact Phone Number		17	76	92	A	Transaction level Contact Phone Number.
Original Line Item	*	6	93	98	N	Detail line item number to be adjusted from the original transaction.
FY Obligation ID ²		1	99	99	A	“C” – Current fiscal year obligation or “P” – Prior fiscal year obligation or “ ” – Not applicable.

² The following types of transactions relate to a prior fiscal year and should be indicated with a “P”: collections credited to an expenditure account for (1) refunds of obligations made in a prior fiscal year (2) corrections of errors from obligations originally made in a prior fiscal year. The use of the FY Obligation ID will not be implemented with Release 2.2, but is included in the bulk file layout as a placeholder for future use.

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Field	Required	Length	Start Column	End Column	Type	Value/Description
Sender Treasury Account Symbol ³	*	27	100	126	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as GWA Reporters
Sender Business Event Type Code		8	127	134	A	BETC – field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS. Required for agencies trading with ALCs designated as GWA Reporters.
Receiver Treasury Account Symbol ³		27	135	161	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as GWA Reporters.
Receiver Business Event Type Code		8	162	169	A	BETC – field used to identify the type of event that is recorded against a Treasury Account Symbol and to implement GWA business rules for the posting of events to the TAS. Required for agencies trading with ALCs designated as GWA Reporters.
Description		320	170	489	A	Sufficient information to describe and support the adjustment transaction.

³ The list of Treasury Account Symbols is available in the Federal Account Symbols and Titles (FAST) Book. The FAST Book can be found at <http://www.fms.treas.gov/fastbook/index.html>.

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SGL Transaction Record

APPLICATION: IPAC

FILE: IPAC Transaction File

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RECORD: **SGL Transaction Record⁵**

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description
Record Type	*	1	1	1	A	“E” (Record Type – SGL Record)
SGL Action Flag	*	1	2	2	A	“A” – Add.
SGL Account Number ⁶	*	4	3	6	N	United States Standard General Ledger (USSGL) Account Number.
Sender / Receiver SGL Flag	*	1	7	7	A	“S” – Sender USSGL Account Information or “R” – Receiver USSGL Account Information.
Federal / Non- Federal Flag	*	1	8	8	A	“F” – Federal or “N” – Non-Federal.
SGL Amount	*	14	9	22	N	Total length of 14 with 2 implied decimals.
Debit / Credit Flag	*	1	23	23	A	“D” – Debit or “C” – Credit.

⁵ IPAC already has the capability to allow transaction initiators to provide sender SGL data. This record can be used a maximum number of 8 times (4 debits and 4 credits) for each detail record.

⁶ IPAC uses the same SGL chart of accounts as the FACTS-I application. The FACTS-I chart of accounts can be found in the TMF Chapter 2 Section 4000 or at <http://www.fms.treas.gov/factsi/index.html> Appendix 2.

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Zero Dollar Transactions

Purpose: Each IPAC transaction bulk file can contain Payment, Collection, Adjustment, Zero Dollar and Post SGL transactions. All bulk files will contain a file identifier record and batch header record (B). For the Zero Dollar transactions, the file will also contain transaction header (H) and detail (D) records. Each transmission will begin with a file identifier record, then a batch (B) record. This batch (B) record will be followed by one or more header (H) records. Zero Dollar transactions do not allow for multiple detail records per transaction, so each header record will be followed by only one detail (D) record. The Zero Dollar transaction does not allow for SGL transaction data, so Zero Dollar transactions will not contain E records.

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Zero Dollar Transaction Header

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Zero Dollar Transaction Header**

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description
Record Type	*	1	1	1	A	“H” (Record Type – Header)
ALC	*	8	2	9	N	Agency Location Code uniquely identifies the reporting/accounting source. The ALC sending the Zero Dollar transaction.
Customer ALC	*	8	10	17	N	Agency Location Code receiving the Zero Dollar transaction.
Sender DO Symbol	*	5	18	22	A	IPAC Disbursing Office Symbol for the ALC sending the transaction.
Filler	*	3	23	25	A	Spaces
Trace Number		8	26	33	A	Optional field for the sender generated Trace Number for a transaction. This serves as the Document Reference Number for Zero Dollar transactions.
Filler	*	3	34	36	A	Space
Transaction Set ID	*	3	37	39	A	“835” – Zero Dollar transaction.

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Zero Dollar Transaction Detail

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Zero Dollar Transaction Detail**

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description
Record Type	*	1	1	1	A	“D” (Record Type – Detail)
Accounting Classification Code		16	2	17	A	ACL/CD – the code/number which identifies a project or mission and is supplied to the biller by the customer on the original a request for goods or services.
Account Classification Reference Number		12	18	29	A	ACRN – identifies a line of accounting on a contract.
Contact Name		60	30	89	A	Transaction level Contact Name.
Contact Phone Number		17	90	106	A	Transaction level Contact Phone Number.
Contract Line Item Number		6	107	112	A	CLIN
Contract Number		17	113	129	A	Unique number used to identify a contract between two trading partners.

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Field	Required Length	Start Column	End Column	Type	Value/Description
Receiver Department Code ¹	2	130	131	A	2 digit number identifying the Federal Government Department.
Description	320	132	451	A	Sufficient information to describe and support the transaction.
Fiscal Station Number	8	452	459	N	FSN/AAA/ADSN – subdivision of ALC, an accounting station.
Invoice Number	22	460	481	A	Identification number of the invoice sent by the biller listing the services rendered.
JAS Number	30	482	511	A	Combination of Job Order Number, Accounting Classification Record Number and Site-ID.
Job Number	20	512	531	A	Job (Project) Number
Miscellaneous Transaction Information	320	532	851	A	Additional miscellaneous transaction information.
Obligating Document Number	17	852	868	A	Billing agency's internal accounting document associated with a specific bill or disbursement.
Pay Flag	1	869	869	A	"F" – Final payment or "P" – Partial payment.

¹ The list of Department Codes is available in Section IV – Indices to Appropriation and Other Fund Account Symbols and Titles (Index of Agency Codes) in the Federal Account Symbols and Titles (FAST) Book. The FAST Book can be found at <http://www.fms.treas.gov/fastbook/index.html>.

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Field	Required Length	Start Column	End Column	Type	Value/Description
Purchase Order Number	22	870	891	A	Number of the document from the receiving agency requesting goods or services.
Quantity	14	892	905	N	Number of units to determine total price. Total length of 14 with 2 implied decimals.
Receiver Treasury Account Symbol ²	27	906	932	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as GWA Reporters.
Receiver DUNS Number	9	933	941	A	DUNS – Dun & Bradstreet Universal Numbering System. Unique identifier for individual business locations for federal vendors and federal customers. Although optional, if this is entered, it will be validated against data IPAC has obtained from FedReg.
Receiver DUNS+4 Number	4	942	945	A	An identifier, that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers. Although optional, if this is entered, it will be validated against data IPAC has obtained from FedReg.
Requisition Number	15	946	960	A	Used to identify a requisition between two trading partners. It is identified by the person entering the transaction.

² The list of Treasury Account Symbols is available in the Federal Account Symbols and Titles (FAST) Book. The FAST Book can be found at <http://www.fms.treas.gov/fastbook/index.html>.

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Sender Treasury Account Symbol ²	27	961	987	A	Also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Required for agencies trading with ALCs designated as GWA Reporters.
Sender DUNS Number	9	988	996	A	DUNS – Dun & Bradstreet Universal Numbering System. Unique identifier for individual business locations for federal vendors and federal customers. Although optional, if this is entered, it will be validated against data IPAC has obtained from FedReg.
Sender DUNS+4 Number	4	997	1000	A	An identifier, that along with the 9 digit DUNS, more specifically identifies individual business locations for federal vendors and federal customers. Although optional, if this is entered, it will be validated against data IPAC has obtained from FedReg.
(ACT) Trace Number	15	1001	1015	A	ACcounting Trace (ACT) Number – user assigned identification number. Enables back end systems to match up transactions.
Unit of Issue	2	1016	1017	A	Units by which goods and services are measured.
Unit Price	14	1018	1031	N	Price per unit of product, service, commodity, etc. Total length of 14 with 2 implied decimals.

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DOD Activity Address Code	15	1032	1046	A	DODAAC – identifies a Department of Defense activity location. Although optional, if this is entered, it will be validated against data IPAC has obtained from FedReg.
Cross Reference Document Reference Number	8	1047	1054	A	Document Reference Number of the original transaction.
Filler	2	1055	1056	A	Spaces

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Post SGL Transactions

Purpose: Each IPAC transaction bulk file can contain Payment, Collection, Adjustment, Zero Dollar and Post SGL transactions. Post SGL transactions will be used to convey either (1) new or updated receiver SGL account information or (2) updated sender SGL account information. All bulk files will contain a file identifier record and batch header record (B). For the Post SGL transactions, the file will also contain transaction header (H), detail (D) and Post-SGL (E) records. Each transmission will begin with a file identifier record, then a batch (B) record. This batch (B) record will be followed by one or more header (H) records. Each header record will be followed by one or more detail (D) record. Each detail record will be followed by two or more SGL (E) records.

Data Flow: Input from Federal Program Agencies to IPAC

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Post SGL Transaction Header

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Post SGL Transaction Header**

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description
Record Type	*	1	1	1	A	“H” (Record Type – Header)
ALC	*	8	2	9	N	Agency Location Code uniquely identifies the reporting/accounting source. The ALC sending the Post SGL Transaction.
Original DO Symbol	*	5	10	14	A	IPAC Disbursing Office Symbol of the sender of the original transaction.
Filler	*	3	15	17	A	Spaces
Original Document Reference / Voucher Number	*	8	18	25	A	The Document Reference or Voucher Number from the original transaction.
Filler	*	11	26	36	A	Spaces
Transaction Set ID	*	3	37	39	A	“840” – Post SGL Transaction.

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Post SGL Transaction Detail

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: **Post SGL Transaction Detail**

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description
Record Type	*	1	1	1	A	"D" (Record Type – Detail)
Original Line Item	*	6	2	7	N	Detail line number from the original transaction.
SGL Comments		255	8	262	A	SGL Comments for entire record.

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Post SGL Transaction Record

APPLICATION: IPAC

FILE: IPAC Transaction File

FLOW: Input from Federal Program Agencies to IPAC

RECORD: Post SGL Transaction Record⁵

APPLICATION DATA

Field	Required	Length	Start Column	End Column	Type	Value/Description
Record Type	*	1	1	1	A	"E" (Record Type – Post SGL)
SGL Action Flag	*	1	2	2	A	"A" – Add or "E" – Edit.
SGL Account Number ⁶	*	4	3	6	N	United States Standard General Ledger (USSGL) Account Number.
Filler	*	1	7	7	A	Spaces
Federal / Non-Federal Flag	*	1	8	8	A	"F" – Federal or "N" – Non-Federal.
SGL Amount	*	14	9	22	N	Total length of 14 with 2 implied decimals.
Debit / Credit Flag	*	1	23	23	A	"D" – Debit or "C" – Credit.

⁵ IPAC already has the capability to allow transaction initiators to provide sender SGL data. This record can be used a maximum number of 8 times (4 debits and 4 credits) for each detail record.

⁶ IPAC uses the same SGL chart of accounts as the FACTS-I application. The FACTS-I chart of accounts can be found in the TMF Chapter 2 Section 4000 or at <http://www.fms.treas.gov/factsi/index.html> Appendix.